



# Cherbourg Operations Check Lists

**Version 1.0**

**Dated:** March 2020

**This document has been developed to provide a complete set of Check Lists for each of the operational functions of the Cherbourg Local Disaster Management Group.**

**The manual is broken into functions' sections and can be used to guide actions and steps to be taken when carrying out any of the disaster operations functions.**



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## Amendments and Review

This Operations Check Lists document will be reviewed as required when any check list that forms part of a Cherbourg Local Disaster Management Group Operations Manual is amended. Changes to that check list must be reflected in the corresponding check list in this document.

## Document Control

### Amendment Control and Version Register

The controller of the document is the Cherbourg Local Disaster Coordinator (LDC). Any proposed amendments to this document should be forwarded in writing to:

*Cherbourg Local Disaster Coordinator, Cherbourg Aboriginal Shire Council, 22 Barambah Avenue, Cherbourg Qld 4605*

### Amendment Register

Amendment		Plan Updated	
Version	Issue Date	Author	Reason for Change
1.0	February, 2013		Original Document
2.0	March, 2020	Warren Bridson Consulting	Developed to assist the LDMG in carrying out disaster operation functions
	January 2023		Reviewed

## Distribution

This document is not publicly available, and is not for distribution and/or release to persons or agencies other than those identified in the Cherbourg Local Disaster Management Plan.

**LOCAL DISASTER MANAGEMENT GROUP**  
**&**  
**LOCAL DISASTER COORDINATION CENTRE**  
**CHECK LISTS**

## ACTIVATION OPERATIONAL CHECKLIST

<p>Stages of Operation:</p> <p><b>ALERT</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate the LDCC generic email address</li> <li><input type="checkbox"/> Provide Activation Advice to all LDMG members and advisors, the Disaster District Coordinator and the community.</li> <li><input type="checkbox"/> Monitor Warnings and anticipate the timeframe and potential scale of any likely threat to Cherbourg.</li> <li><input type="checkbox"/> Review arrangements for Centre in anticipation of having to open and staff the Centre. Check available staffing.</li> <li><input type="checkbox"/> Agency Liaison Officers placed on standby</li> <li><input type="checkbox"/> Centre personnel placed on standby</li> <li><input type="checkbox"/> The Chairperson and the LDC consult regarding future action</li> <li><input type="checkbox"/> District Disaster Coordinator (DDC) advised of the situation</li> </ul>
<p>Stage of Operation:</p> <p><b>LEAN FORWARD</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide Activation Advice to all LDMG members and advisors, the Disaster District Coordinator and the community.</li> <li><input type="checkbox"/> LDCC activated to appropriate level with appropriate staffing levels.</li> <li><input type="checkbox"/> On opening of the LDCC, advise all LDMG/Advisors, the DDC and other key stakeholders of the hours of operation, email and phone numbers for the LDCC</li> <li><input type="checkbox"/> Prepare all LDCC information management processes including:</li> <li><input type="checkbox"/> Set the electronic file management system</li> <li><input type="checkbox"/> Prepare Operational Logs and Display Boards.</li> <li><input type="checkbox"/> Prepare rosters for LDCC staff.</li> <li><input type="checkbox"/> Determine catering requirements in LDCC.</li> <li><input type="checkbox"/> Establish initial communications with the Disaster District Coordination Centre.</li> <li><input type="checkbox"/> LDMG conducting concurrent Event Operational Planning</li> </ul>

Cherbourg Local Disaster Management Group – Operations Check Lists

<p>Stage of Operation: <b>STAND UP</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide Activation Advice to all LDMG members and advisors, the Disaster District Coordinator and the community.</li> <li><input type="checkbox"/> Prepare initial Situation Report and establish reporting requirements (LDCC Situation Report to District)</li> <li><input type="checkbox"/> Communications established with the District Disaster Coordination Centre</li> <li><input type="checkbox"/> Communications established with the Agency Liaison Officers</li> <li><input type="checkbox"/> Liaison Officers from the various Agencies attend the LDCC as required</li> <li><input type="checkbox"/> Records both electronic and hard copy are maintained throughout operation.</li> <li><input type="checkbox"/> The LDCC remains operational until all requests for assistance have been met. May scale back on staffing or reporting if appropriate.</li> </ul>
<p>Stage of Operation <b>STAND DOWN</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide advice to all LDMG members and advisors, the Disaster District Coordinator and the community.</li> <li><input type="checkbox"/> All electronic and hard copy records have been collated and secured.</li> <li><input type="checkbox"/> Forward the Final Situation Report.</li> <li><input type="checkbox"/> LDCC Closed</li> </ul>
<p>Post Operation <b>DEBRIEF</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> An immediate debrief (hot wash-up) of the LDCC operation has been conducted.</li> <li><input type="checkbox"/> A date/time/location for a full operational debrief of the LDCC staff has been established.</li> </ul>

## EQUIPMENT IN LDCC CHECKLIST

Equipment	Description and Purpose	Responsible Officer	Location
Auxiliary Power Supply, Lighting & Extension Cables	Generators and emergency lighting	Logistics Officer	
Cooking facilities	Cooking utensils, Garbage bags, Refrigerator, Hot water jugs, mugs, cups	Support Officer	
Clocks	For recording of correct times	Support Officer	
Display Boards	for maps and charts	Logistics Officer	
Food Supplies	For staff working in LDCC on shifts	Support Officer	
Maps	Of area of operations	Logistics Officer	
Mobile Phones	For Council staff	Support Officer	
Office Equipment	tables, chairs, bins	Support Officer	
Photocopier/Printer	For use in LDCC	Support Officer	
Laptop Computers	For use in LDCC	Logistics Team Leader	
Projector & Screen	Information display within LDCC	Logistics Officer	
Two Way Radios	For emergency Channel and Council channel	Council Officer	
Telephone Headsets	For all telephones provided within LDCC	Chief Executive Officer	
Sleeping Arrangements	Beds, blankets, pillows	Logistics Officer	
Stationery	Pens, Whiteboard markers Writing pads, rulers, pencils, paper clips, staplers, Butchers paper, In/Out Trays (12), photocopy paper	Support Officer	
TV/Transistor radios	At least two with ample spare batteries	Council Officer	
Whiteboards	For status boards	Logistics Officer	

## OPERATIONAL CHECKLISTS

### Storm/Severe Weather/Cyclone

To be used as a guide to the principle actions to be taken from receipt of a severe weather warning to the submission of claims for DRFA or SDRA after an event. This checklist is only a guide and may be modified to suit the circumstances. Early planning and consideration is required to ensure evacuations and other key tasks can be conducted effectively and safely.

Completed	Action	Remarks
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Severe Weather/Storm Warnings received</li> </ul>	<ul style="list-style-type: none"> <li>From BOM</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Assess level of likely impact and timeframes.</li> </ul>	<ul style="list-style-type: none"> <li>LDC/LDMG</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Determine Level of Activation Required</li> </ul>	<ul style="list-style-type: none"> <li>Activate sufficient resources to coordinate expected event.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Warn Community and provide Public Information on Situation including messages regarding public safety before impact.</li> </ul>	<ul style="list-style-type: none"> <li>Facebook, Telephone, word of mouth, Emergency Alert if critical.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure response agencies (QFES, QAS, QPS and SES) are warned and ready to respond.</li> <li>Pre-position resources if likely to be needed and road to Murgon likely to be cut (Fuel, Food, Tarps, Sandbags, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Activate LDCC if coordination is required.</li> <li>LDMG / Council</li> </ul>
<input type="checkbox"/>	<p><b>AFTER STORM:</b></p> <ul style="list-style-type: none"> <li>Conduct rapid impact and damage assessment</li> <li>Coordinate disaster response operations as necessary – evacuations, roof tarping, removal of debris, etc.</li> <li>Provision of Public Information to Community (public health, public safety, response and clean up arrangements)</li> </ul>	<ul style="list-style-type: none"> <li>Commence soon as safe</li> <li>LDC/LDMG</li> <li>LDC/LDMG</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Implement Clean up/Infrastructure repair as required</li> <li>Provide resources to assist residents to clean up.</li> <li>Arrange building inspections/electrical inspections of stormwater effected properties.</li> <li>Provide human/social support to those affected.</li> <li>Provide financial assistance to those eligible through DRFA /SDRA (as applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Council/LDMG</li> <li>Council/SES/Community groups</li> <li>Request assistance from DDC as required</li> <li>Counselling services arranged through DDC</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Post Event Review and Assessment</li> </ul>	<ul style="list-style-type: none"> <li>LDC as per LDCC Operations Manual Activation and Coordination</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Collate expenses and submit claims for cost recovery through NDRRA (as applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Council and LDMG member agencies</li> </ul>



## Bushfire

To be used as a guide to the principle actions to be for bushfire. This checklist is only a guide and may be modified to suit the circumstances. Early planning and consideration is required to ensure evacuations and other key tasks can be conducted effectively and safely.

Completed	Action	Remarks
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Severe fire weather warning received</li> <li>Bushfire Warnings received</li> </ul>	<ul style="list-style-type: none"> <li>From Bureau of Meteorology &amp;</li> <li>QFES/Parks &amp; Wildlife</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Assess level of likely impact and timeframes</li> </ul>	<ul style="list-style-type: none"> <li>LDC</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Determine Level of Activation Required</li> </ul>	<ul style="list-style-type: none"> <li>Activate sufficient resources to coordinate expected event.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Warn Community and provide Public Information on Situation including messages regarding public safety before impact.</li> </ul>	<ul style="list-style-type: none"> <li>Facebook, Telephone, word of mouth, Emergency Alert if critical.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ensure response agencies (QFES, QAS, QPS and SES) are warned and ready to respond.</li> <li>Pre-position resources (Fuel, Food, Tarps, Sandbags, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Activate LDCC if coordination is required.</li> <li>LDMG / Council</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Consider evacuation requirements for people with respiratory issues</li> </ul>	<ul style="list-style-type: none"> <li>LDMG / Council</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Coordinate provision of resources to fire response as required</li> </ul>	<ul style="list-style-type: none"> <li>LDMG / Council</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Conduct after impact actions as appropriate similar to Severe Storm, etc.</li> </ul>	<ul style="list-style-type: none"> <li>See Severe Storm Checklist and modify to suit situation</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Post Event Review and Assessment</li> </ul>	<ul style="list-style-type: none"> <li>LDC as per LDCC Operations Manual Activation and Coordination</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Collate expenses and submit claims for cost recovery through DRFA (as applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Council and LDMG member agencies</li> </ul>

## Flooding

To be used as a guide to the principle actions to be taken from receipt of a flood warning to submission of claims for DRFA after an event. This checklist is only a guide and may be modified to suit the circumstances. It is presented using the expected flood levels and impacts as defined in the AECOM Flood Study for Cherbourg.

Completed	Action	Remarks
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Flood Warnings received</li> </ul>	<ul style="list-style-type: none"> <li>From BOM</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Assess level of likely flooding and timeframes.</li> </ul>	<ul style="list-style-type: none"> <li>Use Flood Maps provided in AECOM Flood Study</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Determine Level of Activation Required</li> </ul>	<ul style="list-style-type: none"> <li>Activate sufficient resources to coordinate expected event.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Warn Community and provide Public Information on Situation including messages regarding public health and public safety.</li> </ul>	<ul style="list-style-type: none"> <li>Facebook, Telephone, word of mouth, Emergency Alert if critical.</li> </ul>
<input type="checkbox"/>	<b>0-3 m</b> Take preventative action to minimise damage to Creek Pump Station	<ul style="list-style-type: none"> <li>Council</li> </ul>
<input type="checkbox"/>	<b>3m to 7m</b> <b>Creek Pump Station Floods.</b> Advise community. <ul style="list-style-type: none"> <li>Request water conservation by community.</li> <li>Prepare Road Closure signs for deployment if needed</li> <li>Conduct any evacuations out of Cherbourg by Road that are necessary before reaching moderate flood (7m)</li> <li>Ensure any critical stores and equipment and staff needed are deployed to Cherbourg before reaching moderate flood (7m)</li> <li>Warn community of potential for closure of Cherbourg/Murgon Road at 7m.</li> <li>Implement public health Manual.</li> </ul>	<ul style="list-style-type: none"> <li>Facebook, word of mouth, Community Notice Board</li> <li>Council staff</li> <li>LDMG/LDCC</li> <li>Council/LDMG agencies</li> <li>LDMG/Council</li> </ul>
<input type="checkbox"/>	<b>7m</b> <b>Culvert North of Wesslings Road overtops</b> <ul style="list-style-type: none"> <li>Position Road Closure signs as required</li> <li>Consider evacuations of people from houses north of Barambah Creek in order to complete evacuation before main bridge overtops.</li> <li>Warn Community and provide public information on road closures.</li> <li>Commence planning for potential evacuations of homes and Council yard and provide warnings to those affected</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> <li>LDMG</li> <li>LDMG/Council</li> <li>LDMG</li> </ul>
<input type="checkbox"/>	<b>9.5m</b> <b>Main Bridge overtops</b> <ul style="list-style-type: none"> <li>Position Road Closure signs as required.</li> <li>Advise community</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> </ul>
<input type="checkbox"/>	<b>10 m</b> <b>Culverts immediately north and southeast of town of main bridge overtop.</b> <ul style="list-style-type: none"> <li>Advise Community</li> </ul>	<ul style="list-style-type: none"> <li>LDMG/Council</li> </ul>

Cherbourg Local Disaster Management Group – Operations Check Lists

Completed	Action	Remarks
<input type="checkbox"/>	10.5 m <b>Road Culvert east of town towards treatment plant overtops</b> • Advise Community	• LDMG / Council
<input type="checkbox"/>	11m <b>Wastewater Lagoons flood</b> • Advise community	• LDMG/Council
<input type="checkbox"/>	11.5 m <b>Sewerage Pump Station #4 Floods</b> • Council action to minimise sewerage issues. • Provide public information on public health as required.	• Council • Council /LDMG
<input type="checkbox"/>	12 m <b>Council garages flood</b> • Evacuation of vehicles complete.	• Council
<input type="checkbox"/>	13 m <b>Football fields and related structures flood. Homes north of Barambah Creek and on Carter St begin to flood</b> • Evacuation of homes MUST be complete.	• LDMG and Council
<input type="checkbox"/>	13.5 • Evacuation of Council vehicle buildings, joinery, store, construction office, Gazier and old prefab underway. (note four hours notice required).	• Council
<input type="checkbox"/>	14.0 <b>Council vehicle buildings and Joinery begin to flood</b> • Evacuation council vehicle buildings and joinery complete.	• Council
<input type="checkbox"/>	14.5 <b>Store, Construction Office, Gazier and old prefab flood</b> • Evacuation council vehicle buildings and joinery complete.	• Council
<input type="checkbox"/>	15 m <b>Wastewater Tanks, Dairies, recycling plant and shed Flood</b> • Provide public information to community	• Council
<input type="checkbox"/>	>15 <b>Additional flooding possible</b> • Action as required for public safety.	See AECOM Flood Study Report
<input type="checkbox"/>	<b>After Flood</b> • Conduct rapid impact assessment • Implement Clean up/Infrastructure repair as required • Provide resources to assist residents to clean up.  • Arrange building inspections/electrical inspections of flood effected properties. • Provide public health information to community throughout clean up • Provide human/social support to those affected.  • Provide financial assistance to those affected through NDRRA (as applicable)	• Council/LDMG • Commence as soon as possible • Council/SES/Community groups • Request assistance from DDC as required. • Council/LDMG  • Counselling services arranged through DDC. • Council / LDMG through DDMG.
<input type="checkbox"/>	• Post Event Review and Assessment	• LDC as per LDCC Operations Manual
<input type="checkbox"/>	• Collate expenses and submit claims for cost recovery through DRFA (as applicable)	• Council and LDMG member agencies

## Dam Failure

This operational checklist is provided as a guide to the principle actions that must be taken upon receipt of a warning of possible dam failure from Sunwater.

Completed	Action	Remarks
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Receive Warning from SUNWATER.</li> </ul>	<ul style="list-style-type: none"> <li>CEO to receive</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Assess Threat</li> </ul>	<ul style="list-style-type: none"> <li>See Operations Manual – Dam Failure for decision flowchart.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>If Evacuation required immediately implement Emergency Alert.</li> <li>Task QPS and Council staff to physically warn those at greatest risk if safe to do so.</li> </ul>	<ul style="list-style-type: none"> <li>As detailed in Evacuation Operations Manual.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Activate LDCC and LDMG</li> </ul>	<ul style="list-style-type: none"> <li>To STAND UP</li> <li>Advise DDC</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Establish communications between evacuees in vicinity of school and LDCC</li> <li>Establish a process to account for people particularly those in lower areas of Cherbourg.</li> </ul>	<ul style="list-style-type: none"> <li>Send a Council officer there with a phone/radio to help coordinate support.</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Provide public information on the threat to the community evacuated to the vicinity of the school.</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Provide community support to the people evacuated to the vicinity of the school.</li> </ul>	<ul style="list-style-type: none"> <li>LDMG/Council</li> </ul>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Monitor situation and respond as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>LDMG/Council</li> </ul>

# **INFORMATION AND WARNINGS CHECK LISTS**

## INFORMATION & WARNINGS CHECK LIST

OPERATIONAL CHECKLIST				
Action	Commenced (Time)	Responsible Organisation	Contact Numbers	Completed ✓
Develop an information dissemination plan for the event		LDC Communication Officer	Mob	<input type="checkbox"/>
The key public spokesperson is to be the Mayor		Communication Officer	Mob	<input type="checkbox"/>
Use (in conjunction with relevant member agencies of the Local Group) pre-formatted information fact sheets regarding various impacts of the event and recommended community action		LDC Communication Officer	Mob	<input type="checkbox"/>
Use the pre-printed media releases and web pages		Communication Officer	Mob	<input type="checkbox"/>
Manage relationships With media organisations during the event		Communication Officer	Mob	<input type="checkbox"/>
Determine media release and briefing timetables during disaster events		LDC	Mob	<input type="checkbox"/>
Check draft media release for suitability and amend where necessary		LDC Communication Officer	Mob	<input type="checkbox"/>
Prepare and arrange Emergency Alerts messaging		LDC Communication Officer	Mob	<input type="checkbox"/>
Monitor news coverage for accuracy, currency, completeness and report discrepancies to the LDC		Communication Officer	Mob	<input type="checkbox"/>
Maintain a record of all media releases, contacts and activities for the Event Log		Communication Officer	Mob	<input type="checkbox"/>

## ACTIONS DURING ALERT PHASE

Alert Phase Action		Completed ✓
Seek the prior support and partnership of local radio station in issuing warnings prior to and during an event		<input type="checkbox"/>
Encourage, support and promote community awareness and education initiatives by emergency agencies eg: bushfire awareness by QFES		<input type="checkbox"/>
Contact the Target Audiences for Alert Phase		Contacted ✓
Community	Residents/businesses/services (eg: respite) that potentially will be affected by the event	<input type="checkbox"/>
	General community and geographically-isolated residents	<input type="checkbox"/>
Partners	State Government	<input type="checkbox"/>
	Emergency management organisations (QPS, QFES etc.)	<input type="checkbox"/>
	Other relevant agencies, such as BOM	<input type="checkbox"/>
Internal	Customer contact staff	<input type="checkbox"/>
	Mayor, CEO and Councillors	<input type="checkbox"/>
	All other Council staff	<input type="checkbox"/>
	LDMG members	<input type="checkbox"/>
Media	Radio Station Us Mob	<input type="checkbox"/>
	Social media	<input type="checkbox"/>
	TV	<input type="checkbox"/>
	Press	<input type="checkbox"/>
	Community newspapers	<input type="checkbox"/>

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## ACTIONS DURING LEAN FORWARD PHASE

<b>Lean Forward Phase Actions to be completed</b>		<b>Completed ✓</b>
Activate the Council Facebook and Website and posts warning of credible threat		<input type="checkbox"/>
Issue a media alert warning of the potential threat, advising residents of actions they can take to mitigate possible impacts, and referring them to Council's Website and Facebook Page		<input type="checkbox"/>
Ensure the media alert and all subsequent warnings/messages are transmitted/relayed immediately to LDMG members, Mayor, CEO, Councillors, and all CASC staff, including field staff		<input type="checkbox"/>
Prepare key messages/ briefing for Council spokespeople		<input type="checkbox"/>
Follow up Media Releases with telephone calls to the radio station to ensure broadcast of warnings		<input type="checkbox"/>
Disseminate warning of potential event via social media and Website		<input type="checkbox"/>
Maintain close contact with media and communication personnel of relevant agencies (such as BOM, QPS, QFES etc.) to enable constant updating and aligning of information being delivered to/via all communication channels		<input type="checkbox"/>
<b>Contact the Target Audiences for Lean Forward Phase</b>		<b>Contacted ✓</b>
Community	Residents/businesses/services (eg: respite) that potentially will be affected by the event	<input type="checkbox"/>
	General community and geographically-isolated residents	<input type="checkbox"/>
	Schools, day care centres and kindergartens	<input type="checkbox"/>
	Community organisations	<input type="checkbox"/>
Partners	State Government	<input type="checkbox"/>
	Emergency management organisations (QPS, QFES etc.)	<input type="checkbox"/>
	Other relevant agencies, such as BOM	<input type="checkbox"/>
	Owners of critical infrastructure	<input type="checkbox"/>
Internal	Customer contact staff	<input type="checkbox"/>
	Mayor, CEO and Councillors	<input type="checkbox"/>
	All other Council staff	<input type="checkbox"/>
	LDMG members	<input type="checkbox"/>
Media	Radio Station Us Mob	<input type="checkbox"/>
	Social media	<input type="checkbox"/>
	TV	<input type="checkbox"/>
	Press	<input type="checkbox"/>
	Community newspapers	<input type="checkbox"/>



## ACTIONS DURING STAND UP PHASE

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Stand Up Phase Actions to be completed		Completed ✓
The media and community are constantly updated with accurate, up-to-date information, public safety messages, warnings and directions from the LDMG.		<input type="checkbox"/>
All communication channels are effectively utilised.		<input type="checkbox"/>
Messaging is clear, consistent and accurate.		<input type="checkbox"/>
The LDMG is recognised as the single point of truth in an emergency/ disaster situation by the media and the community.		<input type="checkbox"/>
The community feel confident in the LDMG's advice and response.		<input type="checkbox"/>
Media outlets have confidence in the information provided by the LDMG.		<input type="checkbox"/>
The LDC provides an update on key information to the Communications Officer		<input type="checkbox"/>
The LDMG Chair provides a briefing to media as required		<input type="checkbox"/>
Contact the Target Audiences for Stand Up Phase		Contacted ✓
Community	General community	<input type="checkbox"/>
	Rural residents	<input type="checkbox"/>
	Geographically-isolated residents	<input type="checkbox"/>
	Visitors	<input type="checkbox"/>
Partners	State Government	<input type="checkbox"/>
	Emergency management organisations (QPS, QFES, QAS etc.)	<input type="checkbox"/>
	Community Coordinating Committees	<input type="checkbox"/>
	Other relevant agencies, such as BOM	<input type="checkbox"/>
	Other relevant Local Government Authorities	<input type="checkbox"/>
Internal	LDMG	<input type="checkbox"/>
	Mayor, CEO and Councillors	<input type="checkbox"/>
	Council call centre staff	<input type="checkbox"/>
	All Council staff	<input type="checkbox"/>
Media	Radio Station Us Mob	<input type="checkbox"/>
	Social media	<input type="checkbox"/>
	TV	<input type="checkbox"/>
	Press	<input type="checkbox"/>
	Community newspapers	<input type="checkbox"/>

## ACTIONS DURING STAND DOWN PHASE

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As response is stood down, communications move from response to recovery. *For further information on communication strategies during the Recovery phase, refer to the Recovery Operations Manual.*

Stand Up Phase Actions to be completed		Completed ✓
Use all existing communication channels to convey information on recovery effort to the public.		<input type="checkbox"/>
Investigate the use of frontline staff and non-traditional channels (eg: house-to-house drops, posting of critical information on noticeboards) to communicate critical messages to affected residents who don't have access to radio, television, social media or internet.		<input type="checkbox"/>
Regular recovery newsletters for residents of the affected area/s.		<input type="checkbox"/>
Fact sheets relating to health and safety issues for people involved in clean-up.		<input type="checkbox"/>
Media releases providing regular updates on recovery effort.		<input type="checkbox"/>
Photo opportunities relating to significant milestones in recovery.		<input type="checkbox"/>
Media releases on damage bill and cost of recovery; long-term recovery efforts; Council recovery and rebuilding initiatives; long-term recovery efforts and priority areas for Council; economic recovery etc.		<input type="checkbox"/>
Contact the Target Audiences for Stand Up Phase		Contacted ✓
Community	Residents/ businesses in affected areas	<input type="checkbox"/>
	General community	<input type="checkbox"/>
	Rural residents	<input type="checkbox"/>
	Geographically-isolated residents	<input type="checkbox"/>
Partners	State Government	<input type="checkbox"/>
	Other Local Government Authorities	<input type="checkbox"/>
	NGOs (Red Cross, Salvation Army, church groups, community groups etc.)	<input type="checkbox"/>
Internal	LDMG	<input type="checkbox"/>
	Mayor and CEO	<input type="checkbox"/>
	All Council staff, particularly customer contact staff	<input type="checkbox"/>
	Councillors	<input type="checkbox"/>
Media	Radio	<input type="checkbox"/>
	Social media	<input type="checkbox"/>
	TV	<input type="checkbox"/>
	Community newspapers	<input type="checkbox"/>

# **DAMAGE ASSESSMENT CHECK LISTS**

## DAMAGE ASSESSMENT CHECK LISTS

### Preparation for Damage Assessments - Check List

TASK	COMMENCED	RESPONSIBILITY	COMPLETED	CHECKED
Determine the area affected by the impact of the event	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Identify agencies to be included in a damage assessment team	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Develop a damage assessment reporting format and information management system	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Identify and provide transport, communications and information recording equipment for damage assessment teams	Time Commenced:	Responsible Organisation <b>Council</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Develop a locality system for the deployment of damage assessment teams, to ensure maximum coverage without duplication of effort	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>

## DEPLOYMENT FOR DAMAGE ASSESSMENTS CHECK LIST

TASK	COMMENCED	RESPONSIBILITY	COMPLETED	CHECKED
Determine the number of fatalities	Time Commenced:	Responsible Organisation <b>QAS/QPS</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine the number of seriously injured casualties	Time Commenced:	Responsible Organisation <b>QAS/QPS</b> Responsible Officer <b>LDMG</b>	Time Completed:	<input type="checkbox"/>
Determine the number of persons evacuated	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine the number of persons requiring evacuation	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine if medical facilities are still operational, and the number of usable beds	Time Commenced:	Responsible Organisation <b>Queensland Health</b> Responsible Officer	Time Completed:	<input type="checkbox"/>
Determine the number of food outlets still able to function	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>Environmental Health Officer</b>	Time Completed:	<input type="checkbox"/>
Determine the status of water treatment and supply	Time Commenced:	Responsible Organisation <b>Council</b> Responsible Officer <b>Works Supervisor</b>	Time Completed:	<input type="checkbox"/>
Determine the status of sewage systems	Time Commenced:	Responsible Organisation <b>Council</b> Responsible Officer <b>Works Supervisor</b>	Time Completed:	<input type="checkbox"/>
Determine the number of houses damaged or destroyed	Time Commenced:	Responsible Organisation <b>LDMG &amp; QFES</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine the number of public buildings damaged or destroyed	Time Commenced:	Responsible Organisation <b>LDMG &amp; QFES</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine the number of commercial premises damaged or destroyed	Time Commenced:	Responsible Officer <b>LDMG &amp; QFES</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Identify any damaged or destroyed buildings which were listed as <b>evacuation</b> centres	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>

## POST DAMAGE ASSESSMENT - CHECK LIST

TASK	COMMENCED	RESPONSIBILITY	COMPLETED	CHECKED
Determine the effects of the power distribution system	Time Commenced:	Responsible Organisation <b>Ergon Energy</b> Responsible Officer	Time Completed:	<input type="checkbox"/>
Determine the effects on the communications networks	Time Commenced:	Responsible Organisation <b>Telstra/Optus</b> Responsible Officer	Time Completed:	<input type="checkbox"/>
Determine the effects on the fuel distribution capacity	Time Commenced:	Responsible Organisation <b>DDMG/DHPW</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Determine the effects on road transport	Time Commenced:	Responsible Organisation <b>Department Main Roads</b> Responsible Officer	Time Completed:	<input type="checkbox"/>
Determine the effects on the local response capacity	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Utilise the damage assessment information to forecast resource requirements	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDC</b>	Time Completed:	<input type="checkbox"/>
Include details of the damage assessment and forecast resource requirements in Situation Reports to the DCC	Time Commenced:	Responsible Organisation <b>LDMG</b> Responsible Officer <b>LDCC</b>	Time Completed:	<input type="checkbox"/>

# **PUBLIC HEALTH CHECK LISTS**

## PUBLIC HEALTH OPERATIONS CHECKLIST

ACTION	RESPONSIBILITY	CONTACT DETAILS	STATUS
Make contact with Queensland Health Public Health Unit personnel	Env. Health Officer	Ph: Mob:	<input type="checkbox"/>
Prepare and release media advisories regarding the function of public health	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Prepare and release media advisories regarding public health risks	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Prepare and release media advisories regarding Water Supply	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Prepare and release media advisories regarding Bottled Water supplies	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Prepare and release media advisories regarding Sewerage Services	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Prepare and release media advisories regarding Safe Food storage & Eating	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Prepare and release media advisories regarding Emergency Ablution Facilities	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Prepare and release media advisories regarding Vermin Control	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Prepare and release media advisories regarding Infectious Diseases	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Prepare and release media advisories regarding Refuse Collection	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Provide advice on public health risks to the community for the LDC /LDMG	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Provide logistic support to Queensland Health outreach teams	Env. Health Officer	Ph: Mob:	<input type="checkbox"/>



Cherbourg Local Disaster Management Group – Operations Check Lists

ACTION	RESPONSIBILITY	CONTACT DETAILS	STATUS
Provide personal protective equipment to Environmental Health personnel and appropriate public health safety information to operational personnel.	Env. Health Officer	Ph: Mob:	<input type="checkbox"/>
Undertake surveillance and reporting on public health risks and potential public health risks in the community	Env. Health Officer Communications Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>
Facilitate treatment of public health risks in the affected environment (e.g. vector control, disinfection), including Council facilities.	Env. Health Officer	Ph: Mob:	<input type="checkbox"/>
Ensure that emergency temporary accommodation post impact has no public health risks.	Env. Health Officer	Ph: Mob: Ph: Mob:	<input type="checkbox"/>

# **PANDEMIC MANAGEMENT CHECK LISTS**

## NATIONAL & LOCAL CHECK LIST

### National and Local Response Arrangements for Pandemic Influenza

National Response Stages	Characteristics of the disease that inform key activities	Local Response Stages - Cherbourg Local Disaster Management Group
Prevention	No novel strain detected (or emerging strain under initial investigation)	Prevention
Preparedness	No novel strain detected (or emerging strain under initial investigation)	Preparedness <ul style="list-style-type: none"> <li>• Community education</li> <li>• Business Continuity Planning</li> </ul>
Standby	Sustained community person-to-person transmission overseas	Alert Lean Forward <ul style="list-style-type: none"> <li>• Communication established with Qld Hospital and Health Services</li> <li>• LDMG placed on Alert</li> <li>• Stakeholders engaged</li> </ul>
Initial Action  Targeted Action	Cases detected in Australia Initial: <ul style="list-style-type: none"> <li>• When information about the disease is scarce</li> </ul> Targeted: <ul style="list-style-type: none"> <li>• When enough is known about the disease to tailor measures to specific needs</li> </ul>	Stand Up <ul style="list-style-type: none"> <li>• LDMG Stood Up</li> <li>• Maintain liaison with Qld Hospital and Health Services &amp; other key stakeholders</li> </ul>
Stand Down	Virus no longer presents a major public health threat	Stand Down
Recovery	Virus no longer presents a major public health threat	Recovery

## INTERNAL ACTIONS CHECK LIST

The internal actions to be taken by Council during the various stages of the pandemic

Council Area	Tasks
Council	<ul style="list-style-type: none"> <li>• Support Queensland Government agencies in Containment operations</li> <li>• During the Containment phase review plans for:                             <ul style="list-style-type: none"> <li>○ Adopting a graduated response keyed to the pandemic phases</li> <li>○ Maintaining essential services at each stage of the pandemic</li> <li>○ Maintaining core functions of Council</li> </ul> </li> <li>• Promulgate and manage the HR policy response for Council staff</li> <li>• Manage communication strategies for own staff</li> <li>• Manage public awareness and public communication messages on areas of Council responsibility (synchronised with Federal &amp; State policies)</li> <li>• Maintain liaison with key State agencies and other key stakeholders</li> <li>• Ensure Council's response and recovery actions are coordinated and synchronised with those of other key stakeholders</li> </ul>
Council Sections/Groups	<p>Individual Council Departments/Sections/Groups are to:</p> <ul style="list-style-type: none"> <li>• Identify the minimum operational and staffing levels for their critical business processes</li> <li>• Review their business continuity plan for designated essential service(s)</li> <li>• Maintain essential service(s) throughout the pandemic</li> <li>• Advise Council if the minimum numbers or operational levels cannot be sustained</li> <li>• Maintain a record of infection and recovery rates for their staff</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Prepare a communication strategy for keeping Council staff informed</li> <li>• Prepare the communication strategy for the general public</li> <li>• Maintain liaison with State Government counterparts</li> <li>• Implement communication and public awareness strategies</li> </ul>
Governance	<ul style="list-style-type: none"> <li>• Prepare HR policies and strategies for Council staff</li> <li>• Assist with implementing the HR policies and strategies</li> <li>• Seek a Council decision on workplace policy options when the Pandemic Stage of Alert overseas has progressed to human-to-human transmission (OS4).</li> </ul>
Local Disaster Coordinator	<ul style="list-style-type: none"> <li>• Place Local Disaster Management Group on Alert/Lean Forward/Stand Up</li> <li>• Place the Local Disaster Coordination Centre on Alert/Stand Up</li> <li>• Maintain liaison with Gympie District Disaster Coordinator</li> <li>• Ensure continuity of staff for the Local Disaster Coordination Centre</li> <li>• Provide briefings to the Cherbourg Local Disaster Management Group</li> <li>• Manage liaison with key stakeholders.</li> </ul>

## RESPONSE STAGE CHECK LIST

### Australian Stage: Standby

Overseas clusters of human infection with a new virus with pandemic potential. Virus is becoming increasingly better adapted to humans, but may not yet be fully adapted (substantial pandemic risk). The aim of this phase is to delay the virus arriving in Australia.

Action Required	Responsibility	Completed
Establish Pandemic Working Group(s)	Mayor/Chief Executive Officer/Executive Leadership Team	<input type="checkbox"/>
Make a decision on HR policy options	Chief Executive Officer	<input type="checkbox"/>
Commence community and staff messaging, in conjunction with Federal and Queensland Governments	Communications Officer	<input type="checkbox"/>
Establish regular liaison with health authorities and ascertain support services required of Council	Local Disaster Coordinator	<input type="checkbox"/>
Establish arrangements for LDMG meetings to be held using telelink/video link to avoid contact	Local Disaster Coordinator	<input type="checkbox"/>
Establish continuity of supply arrangements for critical goods and services, including PPE	Procurement Officers and impacted business areas	<input type="checkbox"/>
Confirm disaster management arrangements and ascertain support services required of Council	Local Disaster Coordinator	<input type="checkbox"/>
Update and test business continuity plans if available	Managers	<input type="checkbox"/>
Finalise and approve altered working arrangements, including HR and IR implications	Chief Executive Officer and Managers	<input type="checkbox"/>
Prepare for altered accommodation arrangements – cleaning, security, maintenance	Managers	<input type="checkbox"/>
Increase work from home capacity	Chief Executive Officer	<input type="checkbox"/>

Action Required	Responsibility	Completed
Prioritise Council functions and services	Executive Leadership Team /Council Meeting	<input type="checkbox"/>
Prepare for curtailment of non-critical functions and services	Executive Leadership Team	<input type="checkbox"/>
Develop staff illness tracking system	Chief Executive Officer	<input type="checkbox"/>
Lobby Queensland and Federal Governments for access to National Medical Stockpile for critical workers	Mayor and Chief Executive Officer	<input type="checkbox"/>
Update messaging to staff and community	Communications Officer	<input type="checkbox"/>
Defer / cancel all travel to affected areas in Australia	Mayor/Chief Executive Officer/Managers	<input type="checkbox"/>
Implement altered working arrangements if virus is present in SEQ	Mayor/Chief Executive Officer/Managers	<input type="checkbox"/>
Implement altered accommodation arrangements	Mayor/Chief Executive Officer/Managers	<input type="checkbox"/>
Implement increased hygiene practices	Chief Executive Officer/Environmental Health Officer	<input type="checkbox"/>
Prepare rosters for all essential roles	Chief Executive Officer & Mangers	<input type="checkbox"/>

## AUSTRALIAN STAGE: INITIAL ACTIONS

Virus with pandemic potential has arrived in Australia causing a small number of cases. The aim of this phase is to limit the spread of the virus in Australia.

Action Required	Responsibility	Completed
Update messaging to staff and community	Communications Officer	<input type="checkbox"/>
Identify additional infrastructure and resource requirements for the purpose of clinical management	Local Disaster Management Group	<input type="checkbox"/>
Cease non-essential services that have direct community contact.	Council	<input type="checkbox"/>
Implement rosters for all critical roles	Chief Executive Officer & Managers	<input type="checkbox"/>
Defer all staff domestic travel	Mayor/ Chief Executive Officer	<input type="checkbox"/>
Issue PPE to essential staff	Managers of impacted business areas	<input type="checkbox"/>
Seek advice from Qld. Health on provision of antivirals or other preventive agents for essential staff	Mayor/Chief Executive Officer/Environmental Health Officer	<input type="checkbox"/>
Implement staff illness tracking system	Chief Executive Officer	<input type="checkbox"/>
Update messaging to staff and community	Communications Officer	<input type="checkbox"/>
Liaise with lead agency to support implementing policies for schools, child care and mass gatherings as appropriate to the infectious agent	Local Disaster Management Group	<input type="checkbox"/>
Liaise with Qld. Health to support the implementation of community clinics such as flu clinics and vaccination centres	Local Disaster Management Group	<input type="checkbox"/>
Review plans and consider activating, assess resource preparedness and maintain situation awareness	Chair Local Disaster Management Group /Local Disaster Coordinator	<input type="checkbox"/>
Activate business continuity plans	Managers of impacted business areas	<input type="checkbox"/>
Cease all non-essential services. Non-essential staff to take leave or work from home	Council/Chief Executive Officer	<input type="checkbox"/>

## AUSTRALIAN STAGE: TARGETED ACTIONS

A new disease of moderate severity is spreading in Australia (symptoms could be mild in most and severe in some). The aim of this phase is to identify the people in whom disease may be severe and provide medical care and interventions to reduce suffering.

Action Required	Responsibility	Completed
Continue relevant governance arrangements	Local Disaster Management Group	<input type="checkbox"/>
Review home isolation policy for Council staff. Home isolation of staff will be voluntary for those with mild disease with supportive treatment only (over the counter medication).	All staff as directed by Chief Executive Officer	<input type="checkbox"/>
Distribute antivirals and personal protective equipment to staff as appropriate	All staff as directed by Chief Executive Officer	<input type="checkbox"/>
Monitor absenteeism in essential services and implement contingency staffing arrangements as necessary.	All staff as directed by Chief Executive Officer	<input type="checkbox"/>
Ongoing review of business continuity strategies, including work from home arrangements.	Chief Executive Officer	<input type="checkbox"/>
Support home isolation/quarantine as requested by Queensland Health	Local Disaster Management Group	<input type="checkbox"/>



## AUSTRALIAN STAGE: STAND DOWN AND RECOVERY

Pandemic is controlled in Australia but further waves may occur. The aim of this phase is to return to normal while remaining vigilant.

Action Required	Responsibility	Completed
Continue relevant governance arrangements	Local Disaster Management Group	<input type="checkbox"/>
Recommence non-essential services	All Teams as directed by Chief Executive Officer	<input type="checkbox"/>
Support reopening of schools, child care centres and other services and removal of restrictions as advised by the lead agency	Local Disaster Management Group with consultation with District Disaster Management Group and Queensland Disaster Management Committee	<input type="checkbox"/>
Communicate with Qld. Health for the continuation of pandemic influenza vaccination program to targeted population.	Local Disaster Management Group	<input type="checkbox"/>
Review and maintain other measures to limit the impact of the virus to the extent possible while vaccination program takes place.	Local Disaster Management Group	<input type="checkbox"/>
Continue Crisis Communication	Communications Officer	<input type="checkbox"/>
Non- essential staff with immunity to return to work	All staff as directed by Chief Executive Officer	<input type="checkbox"/>
Review and Update Business continuity plans	Chief Executive Officer and Managers	<input type="checkbox"/>

# **EVACUATION AND EVACUATION CENTRE MANAGEMENT CHECK LISTS**

## EVACUATION CHECK LIST

Action	Responsible Agency / Officer	Specific Information	Status
<b>Decision to Evacuate</b>			
Activate Evacuation and Evacuation Centre Management Operations Manual			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Consider the specific circumstances of the event and review the Evacuation Strategy in light of: <ul style="list-style-type: none"> <li>• advice from relevant authorities on severity, arrival and impact area</li> <li>• the nature of the “at risk” population</li> <li>• the suitability of safer locations</li> <li>• the requirements of special needs persons and associated actions;</li> <li>• specific transport issues</li> <li>• the availability of appropriate resources to effectively manage all aspects of the evacuation</li> </ul>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Consider all aspects with particular emphasis on the time required to complete the evacuation and the lead time available. Conduct a local risk assessment. <b>Is evacuation the most suitable option?</b>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Decide on the type of evacuation being contemplated			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Define the timeframe for conduct of evacuation if pre-impact			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Determine the amount of external assistance that may be required to effect evacuation			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Advise DDC that evacuation decision has been made and make a request for assistance, if required			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Recommend to DDC if directed evacuation is required			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed

Action	Responsible Agency / Officer	Specific Information	Status
<b>Resources</b>			
Ensure adequate copies of evacuation flood zone maps for operational teams			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Check current and predicted status of evacuation routes			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Populate Evacuation Order templates with relevant information including affected zones. Hold pending approval for release.			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Confirm and ready warning mechanisms			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Where transportation will be required, review transport availability			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Confirm evacuation centres, arrange opening, manning of centres and test of communication system back to LDCC			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Where warning mechanisms will include door knocking, mobile public address systems, ensure coverage of community			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<b>Warnings</b>			
Upon <b>authorisation</b> , issue voluntary evacuation advice to exposed population			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Provide notice to “at risk” persons to evacuate			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Receive <b>authorisation</b> for directed evacuation from DDC, if required			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Issue directed evacuation order to the “at risk” persons			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Provide evacuation teams with written order to be provided to members of public			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed

Action	Responsible Agency / Officer	Specific Information	Status
<b>Withdrawal</b>			
Activate door to door evacuation teams			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Ensure evacuation messages continue to be conveyed to public.			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Consider the needs of the identified vulnerable population			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Provide regular situation reports on evacuation to DDMG			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Ensure regular reporting from field teams of completed tasks			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Implementation of security strategy for evacuated areas			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<b>Shelter</b>			
Identify locations suitable for use as Evacuation Centres			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Ensure evacuation centre management is in accordance with Evacuation Centre Management Operations Manual			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Request and maintain a record of evacuees at evacuation centres. Use programs such as NRIS			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
<b>Return</b>			
Determine areas that are safe for return with consideration of the following issues: <ul style="list-style-type: none"> <li>• results of damage assessment</li> <li>• health and safety issues</li> <li>• functioning of utilities; power, water, sewerage and communications</li> <li>• status of re-opening of roads</li> </ul>			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Review and modify the Return Strategy, addressing:			<input type="checkbox"/> Assigned

Action	Responsible Agency / Officer	Specific Information	Status
<ul style="list-style-type: none"> <li>• specific areas deemed safe for return</li> <li>• security of damaged, unsafe structures or infrastructure</li> <li>• detailed return advice to evacuees</li> <li>• transportation requirements</li> </ul>			<input type="checkbox"/> Completed
Advise DDMG of Return Strategy being implemented			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Issue information on return strategy for evacuees. Distribute return advice to Evacuation Centres. Tailor advice to vulnerable populations			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Release appropriate information to returning evacuees on reactivation of utilities, damage repairs, clean up and debris removal, process for human/social recovery support services			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Maintain security controls for those areas that cannot be safely reoccupied			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Ensure the coordination of temporary housing for evacuees unable to return to their residences			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Close evacuation centres			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed
Complete final situation report on evacuation and stand down Evacuation Committee, if this committee has been established			<input type="checkbox"/> Assigned <input type="checkbox"/> Completed

# **DAM FAILURE CHECK LISTS**

## DAM FAILURE CHECK LIST

Action	Responsible Officer	Completed v
Take note of time and details of advice received by the CEO from Sunwater regarding dam emergency	Local Disaster Coordinator	<input type="checkbox"/>
Ensure that Sunwater has current list of all downstream residents in Cherbourg LGA	Local Disaster Coordinator	<input type="checkbox"/>
Issue information bulletins as received from Sunwater to the Community	Local Disaster Coordinator	<input type="checkbox"/>
Confirm with QPS that advices from Sunwater are being received by them	Local Disaster Coordinator	<input type="checkbox"/>
Issue formal "Alert" notifications, if time permits, to the Community	Local Disaster Coordinator Communications Officer	<input type="checkbox"/>
For rapid onset dam failure, issue urgent orders to evacuate to higher ground on all available media platforms	Local Disaster Coordinator Communications Officer	<input type="checkbox"/>
Issue Information and Warnings (Templates in Manual) to the local radio station for immediate broadcast	Communications Officer	<input type="checkbox"/>
Request SDCC to issue Emergency Alert to all residents in Cherbourg using pre-programed polygon and Emergency Alert messages	Local Disaster Coordinator	
Place information regarding dam emergency on Council website, Facebook and other social media	Local Disaster Coordinator	<input type="checkbox"/>
Commence procedures for door knocking to issue urgent evacuation orders to higher ground	Local Disaster Coordinator SES Controller QPS OIC	<input type="checkbox"/>
Provide assistance to any reasonable requests to assist persons to evacuate.	Local Disaster Coordinator	<input type="checkbox"/>
Open evacuation centres and advise community of location using all media platforms	Local Disaster Coordinator	<input type="checkbox"/>
Execute business continuity plan actions for the preservation of Council equipment, stock and materials in low lying areas.	Council Works Supervisor	<input type="checkbox"/>
Use existing Council Flood Procedures to move any items identified as needing to be saved from flooding.	Council Works Supervisor	<input type="checkbox"/>



Discuss with QPS the projected road closures and isolation of Cherbourg.	Local Disaster Coordinator	<input type="checkbox"/>
Keep community informed on the progress of the evacuation and where to go	Local Disaster Coordinator	<input type="checkbox"/>
Continually monitor the situation and obtain crucial feedback from Sunwater	Local Disaster Coordinator	<input type="checkbox"/>
Ask SES and QPS to check houses to ensure all persons in flood threat zones have been evacuated	Local Disaster Coordinator	<input type="checkbox"/>
Assist QPS with road closures	Council Works Supervisor	<input type="checkbox"/>

# **RECOVERY OPERATIONS CHECK LISTS**

## RECOVERY ACTIVATION PHASES CHECK LIST

Activation Phase	Actions	Completed
		<input checked="" type="checkbox"/>
Alert Phase level of activation	Appointment of Local Recovery Coordinator (LRC). DDC and QFES Emergency Management Coordinator (EMC) informed of appointment and of activation level.	<input type="checkbox"/> <input type="checkbox"/>
Lean Forward Phase of activation	DDC and EMC informed of activation level. Monitoring of response arrangements Commence initial impact assessment and potential resourcing requirements Relief and recovery planning commences through needs analysis and recovery operational planning. Community engagement and communication strategy developed.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stand Up Phase of activation	Transition arrangements from 'response and recovery' to 'recovery' undertaken including hand over from LDC to Local Recovery Coordinator. Deployments for immediate relief may be commenced by recovery functional agencies. DDC and EMC informed of the activation level and transitional arrangements. Local Recovery Groups activated to operate from Cherbourg Council offices. Recovery Framework for Cherbourg confirmed and committees/working groups formed as required. Deployments from functional agencies continue to provide immediate relief response. Action Plans developed addressing the four functions of recovery. Community engagement and communication strategy implemented.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Stand Down Phase of activation	DDC and EMC informed of activation level. Consolidate financial and asset damage records. Reporting requirements finalised. Participate in recovery review and assessment/debriefs. Long term recovery arrangements transferred to functional lead agencies. Return to Core Business	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

## RECOVERY CHECK LIST

Actions	Responsible Dept./Officer	Date Commenced	Date Completed	✓
Use the impact assessment of the event to inform identification of issues and breaking them into the four major groups (human-social, economic, infrastructure and environment).				<input type="checkbox"/>
Identify key short, medium and long term priorities.				<input type="checkbox"/>
Obtain community views, vision and input.				<input type="checkbox"/>
Set up informed vision, objectives, goals and projected outcomes.				<input type="checkbox"/>
Identify and prioritise projects and develop action plans.				<input type="checkbox"/>
Develop project costs and funding priorities and timeframes.				<input type="checkbox"/>
Develop funding sources and strategies.				<input type="checkbox"/>
Advertise and disseminate public information about the Recovery Action Plan.				<input type="checkbox"/>
Distribute Executive Summary of the Recovery Action Plan and other relevant material.				<input type="checkbox"/>
Keep community informed on the progress of the Recovery Action Plan				<input type="checkbox"/>
Develop exit strategy and transition to line agency business as usual.				<input type="checkbox"/>
Develop debriefing and evaluating strategies.				<input type="checkbox"/>

## HUMAN/SOCIAL RECOVERY GROUP CHECK LIST

Role: This Group is to coordinate planning and implementation of recovery in the areas of well-being, physical and psychological health, and social aspects.

**Lead Agency is Department of Communities, Disability Services and Seniors at District and State Levels.**

Actions	Responsible Dept./Officer	Date Commenced	Date Completed	✓
Assess the impact of the event on human and social aspects.				<input type="checkbox"/>
Manage financial and welfare support.				<input type="checkbox"/>
Coordinate information provision and personal support.				<input type="checkbox"/>
Coordinate psychological and counselling services.				<input type="checkbox"/>
Coordinate ongoing medical and health services.				<input type="checkbox"/>
Coordinate public health advice warnings and directions to the community.				<input type="checkbox"/>
Coordinate temporary accommodation.				<input type="checkbox"/>
Coordinate short term accommodation and repairs to dwellings.				<input type="checkbox"/>
Provide specialist and outreach services.				<input type="checkbox"/>
Coordinate case management, community development, support and referral to assist affected people, families and groups.				<input type="checkbox"/>
Coordinate One Stop Shops / Recovery Hubs.				<input type="checkbox"/>
Coordinate re-opening of key community facilities and education facilities.				<input type="checkbox"/>
Work with community leaders to enable learning from their experiences in order to better prepare for the future adverse events.				<input type="checkbox"/>

## ECONOMIC RECOVERY GROUP CHECK LIST

Role: This group is to coordinate planning and implementation of economic and financial recovery.

**Lead Agency is Department of State Development, Manufacturing, Infrastructure & Planning**

Actions	Responsible Dept./Officer	Date Commenced	Date Completed	<input checked="" type="checkbox"/>
Assess impact on key economic assets				<input type="checkbox"/>
Assess employment issues and capacity of local business to operate.				<input type="checkbox"/>
Develop industry and business recovery plan and implementation strategies in conjunction with relevant State Government agencies, regional economic development organisations and industry bodies.				<input type="checkbox"/>
Facilitate financial assistance, access to funds and loans and employer subsidies.				<input type="checkbox"/>
Monitor the impacts on the economic viability and develop strategies to minimise the effects on individuals and businesses.				<input type="checkbox"/>
Facilitate linkages with employment agencies to source labour, to re-establish supply chains and joint marketing activities.				<input type="checkbox"/>
Develop a strategy to maximize use of local resources during reconstruction activities.				<input type="checkbox"/>
Assist with contract arrangements where required.				<input type="checkbox"/>
Ensure involvement of local business and industry representatives in decision making.				<input type="checkbox"/>

## INFRASTRUCTURE RECOVERY GROUP CHECK LIST

Role: This group is to coordinate planning and implementation of housing, commercial and industrial buildings and structures, physical infrastructure (power, water, telecommunications) roads and transport infrastructure (including rain, sea, air transport) recovery.

**Shared Lead Agency is Department of Housing and Public Works**

**Shared Lead Agency is Department of Transport and Main Roads**

Actions	Responsible Dept./Officer	Date Commenced	Date Completed	✓
Assess damage to housing stock, commercial and industrial buildings and structures, rural structures, and infrastructure facilities.				<input type="checkbox"/>
Assess damage to all roads, including state controlled roads, council controlled roads and access roads				<input type="checkbox"/>
Coordinate building safety inspection services and secure damaged buildings and structures.				<input type="checkbox"/>
Coordinate demolition of unsafe buildings and structures.				<input type="checkbox"/>
Coordinate repair and rebuilding matters of housing stock.				<input type="checkbox"/>
Develop options for temporary commercial and industrial accommodation.				<input type="checkbox"/>
Ensure coordination of housing related strategies with relevant organisations.				<input type="checkbox"/>
Coordinate disposal of hazardous material, debris etc.				<input type="checkbox"/>
Coordinate recovery of infrastructure, which is normally undertaken by infrastructure owners and operators (e.g. Telstra, Ergon).				<input type="checkbox"/>
Coordinate restoration of sporting facilities and public playgrounds.				<input type="checkbox"/>
Ensure relevant owners/operators are involved in the decision making process.				<input type="checkbox"/>
Ensure community consultation and involvement in the decision making process.				<input type="checkbox"/>
Ensure risk reduction is considered in planning of rebuilding and reconstruction.				<input type="checkbox"/>

## ENVIRONMENT RECOVERY GROUP CHECK LIST

Role: This sub-group is to coordinate recovery of the natural environment.

Lead Agency is Department of Environment and Science

Actions	Responsible Dept./Officer	Date Commenced	Date Completed	<input checked="" type="checkbox"/>
Coordinate assessment of damage to natural environment (e.g. water quality, ecological impact, pollution).				<input type="checkbox"/>
Provide advice on potential environmental issues (e.g. water quality).				<input type="checkbox"/>
Coordinate rehabilitation of natural environment including parks, waterways and wildlife.				<input type="checkbox"/>
Coordinate preservation of community assets (e.g. reserves and parks).				<input type="checkbox"/>
Consider mitigation strategies to reduce future impacts on natural environment where appropriate.				<input type="checkbox"/>
Monitor issues of pollution.				<input type="checkbox"/>
Coordinate waste management and disposals.				<input type="checkbox"/>
Ensure there is effective consultation and communication with the community and relevant organisations.				<input type="checkbox"/>
Ensure environmental bodies and interest groups are involved in the decision making process.				<input type="checkbox"/>
Monitor and assess the environmental consequences of clean-up operations.				<input type="checkbox"/>
Monitor and assess animal welfare issues.				<input type="checkbox"/>